

The City of San Diego
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY 2006 APPLICATION

The City expects to receive between \$18,000,000 and \$19,000,000 in Community Development Block Grant funding for programs that would begin July 1, 2005.

The San Diego City Council approved a funding formula for the distribution of CDBG funds that takes 60% of the available funds and distributes them among the Council Districts based on the percentage of low-income persons within each District.

Following this formula, an estimated \$10,000,000 to \$11,000,000 would be available in FY 2006 for distribution over the Council Districts for CDBG eligible projects. This figure will be subject to adjustments based on pledges made by individual Council Districts for Section 108 loan guarantees (exact payment schedules for all loans are not known at this time) and other commitments.

The remaining 40%, less Section 108 payments, a 20% set aside from the City-Wide allocation for ADA retro-fit activities, and other commitments, will be used to fund activities that have a "city-wide" impact.

This application should NOT be used to apply for projects that fall under the Public Services Category, also known as Social Services.

If you have questions or need assistance, contact Community Services Division at
(619) 236-5990.

Application Process Timeline:

Nov 23, 2004	Application Packets Available
Dec 8, 2004 & Jan 12, 2005	Applicant Workshops
Jan 31, 2005	Applications Due
April/May, 2005	Public Hearing
April/May, 2005	City Council Approval

Application Workshop Schedule: (Only need to attend one workshop)

Directions: Take Park Blvd to Balboa Park and turn west on Presidents Way, both sites are in between the International Cottages and the Automotive Museum.		
Dec 8, 2004	Recital Hall, 2130 Pan American Rd	10 - 11:30 am & 2 - 3:30 pm
Jan 12, 2005	Ballroom, 2150 Pan American Rd	10 - 11:30 am & 2 - 3:30 pm

**DEADLINE: Completed applications must be received by
January 31, 2005 at 5:00 pm.**

One Original and two copies are to be submitted to:

Anita C. Pyle
CDBG Administrator, Community Services
Civic Center Plaza
1200 Third Avenue, #924
San Diego, CA 92101

*** Facsimiles and E-mailed copies will not be accepted.**

City of San Diego
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FY 2006 APPLICATION

CHECKLIST

Before you submit your application, please review the following list to be sure your proposals are complete and that your agency has not forgotten any key elements.

- ' Completed Application (**submit pages 1 – 7 only**) due by January 31, 2005.
- ' All pages must be one sided.
- ' Application original is paper clipped (not bound or stapled).
- ' The two application copies are stapled (not bound or paper clipped).
- ' Ensure that no stamps (“ORIGINAL” or “COPY”) are on the application.
- ' Do not include extraneous material, unnecessary packaging or a letter of transmittal.
They will be discarded.
- ' Do not include oversized pages. They must be reduced to 8/12 x 11.
- ' **Do not submit this Checklist sheet with the application.**

CITY OF SAN DIEGO

FY 2006 - CDBG APPLICATION INSTRUCTIONS

Application Preparation Directions:

- **Do not exceed the space allocated to each section.**
- **Must be typed or computer-generated in black ink, at least 12pt. font, and single-spaced.**
- **Attendance at an application workshop is strongly recommended.**

The following is provided to assist in the completion of the CDBG application.

- I. Applicant/Organization Name.** Enter complete legal name of the agency requesting funding. [The agency name listed should match the name listed in the agency's Articles of Incorporation and Bylaws.]
- II. Project Name.** Enter the name of the proposed project. [If funding is awarded, this name will be used for the contract agreement.]
- III. Project Address.** Enter the complete address(es), intersection(s) OR census tract(s) where the CDBG activit(ies) will occur. [Attach extra pages, if necessary.]
- IV.** Select the appropriate option. Enter the Tax ID Number.
- V. Contact Person.** Enter the name of the person that will be the key contact for the project and their phone number. [This person should have complete knowledge of the project and have the authority to answer questions regarding the project/proposal.]
- VI. Mailing Address.** Enter the contact person's mailing address.
- VII. Funding Request.** Enter the requested dollar amount by district and enter the total in the Total Request box.
- VIII. Amount of other funds used in the project.** Enter the amount of non-CDBG funding sources for this project.
- IX. CDBG Requirements.** Select only one National Objective and one Eligible Activity for the project. [Refer to the CDBG Handbook.]
- X. Project Summary.** Provide a brief overview of the proposed project in the space provided.
- XI. Narrative.**
 - A. Agency Description.** Provide a brief description.
 - B. Project Outcomes.** Outcomes are not the activities of the agency, but how the activities impact the people, businesses, area, etc... being served. Outcomes may be long-term or short-term, but must be quantifiable and measurable. Outcomes must relate to activities funded under this contract and should be limited in number to reflect only major impacts. [Examples of Outcomes include: # of seniors homes rehabilitated; # of clients placed in permanent jobs with living wage; # of affordable housing units rehabbed or created, etc.]

C. Project Activities. These are the major activities carried out by the contractor/agency that lead to a specific Outcome detailed in the previous Section B. All activities must be quantified as either the number of services provided and/or the number of people receiving the service. Only major activities should be included. [Examples of activities are: # of people provided daily senior center services; # of intake/assessments; # of follow-up calls to determine job retention, etc.]

D. National Objective and Eligible Activity. Explain how the previously detailed project activities in Section C meet the criteria for the National Objective and Eligible Activity listed on page 1 of this application. Explain how the project meets the criteria of the National Objective selected by providing relevant data, such as client income levels, census tracts, etc. Explain how the project activities comply with the definition of the Eligible Activity selected.

XII. UNIT OF SERVICE: Describe the following:

A. Accomplishment Type. It is the unit of service the project plans to provide or the service population that the project plans to target. Select the appropriate option.

B. Proposed Unit. Enter the number of units of the accomplishment type selected in the previous Section A that will benefit from the activity. [Example, a selection of "People" as the Accomplishment Type means that the number of proposed units selected will equal the number of people that will benefit. (i.e., Twenty-five (25) People will benefit from the proposed project.)]

Housing Units/Households Only: Complete this table, if Housing Units or Households is the accomplishment type selected. Enter the number of Housing Units/Households that are at start, expected completion and completed by the project in the corresponding box.

XIII. Primary Purpose. Select all options that apply to the primary purpose of the project.

XIV. Anticipated Funding Sources. Enter the anticipated funding sources for the project for FY 2006. Enter the name of the funding source, amount and percentage of the total budget.

XV. Budget. Enter the budget amounts for project expenses. [The Total Budget amount should match the Total Requested amount on page 1 of this application.]